



**REQUEST FOR QUALIFICATIONS
(RFQ) & EXPRESSIONS OF INTEREST
CONSULTING SERVICES**
(29 Del.C. §6981)

Agreement No. 1495

ENVIRONMENTAL WATER QUALITY MONITORING

PROJECT DESCRIPTION

The Delaware Department of Transportation is seeking to establish an open-end, task order agreement with a consultant to provide stormwater quality monitoring for the DelDOT NPDES program for a period of three (3) years

The services required include wet weather monitoring of designated stormwater outfalls, conveyances and best management practices (BMPs), illicit discharge detection and elimination, as well as monitoring of streams or other water bodies that are impacted by stormwater discharges. This additional monitoring may include sediment sampling as well as biological assessments that include physical habitat assessment, biosurvey of aquatic benthic macroinvertebrates, and fish assessment.

CONSULTANT SERVICES REQUIRED

Services include but are not limited to the following:

- Expertise in environmental sampling methods, with specific experience in stormwater wet weather monitoring methodologies, in compliance with the protocols described in the 2002 edition of the ASCE/EPA guidance manual for Urban Stormwater BMP Performance Monitoring.
- Knowledge of, and expertise in, dry weather screening methods and illicit discharge detection.
- Knowledge of, and experience in, stream assessment, watershed assessment, and biomonitoring protocols.
- Sufficient qualified local staff or subcontractors to capture wet weather events from multiple sites in Delaware on short notice.
- Possession of and skill in operating automated stormwater sampling and flow measurement equipment.
- Record of performance or demonstrated ability to handle similar projects. Demonstrated ability to apply creative solutions to challenging sampling situations.

SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday, May 5, 2009.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of

Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

James Hoagland, Contract Services Administrator
Contract Administration
Delaware Department of Transportation
800 Bay Road, Dover, DE 19901

2. Specific Type Firm Solicited:

The Prime Consultant must be Pre-Registered with DelDOT for the current FY and appear on the Department's list of registered consultants in the area of Environmental Studies, Area # 13 at the time of submission in order to be considered for evaluation on this project.

3. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
4. **Joint venture** submissions will not be considered.
5. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

RATING CRITERIA

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

- a) Key Staff/Project Team qualifications.
- b) Expertise in environmental sampling methods, with specific experience in stormwater wet weather monitoring methodologies, biological monitoring, dry weather outfall screening methods, and illicit discharge detection and elimination (IDD&E)
- c) Expertise in watershed assessment and water quality modeling
- d) Firm resources, including capability to capture wet weather events from multiple sites in Delaware on short notice
- e) Demonstrated ability to apply creative solutions to challenging sampling situations.
- f) Experience on similar projects.
- g) Completeness of submissions to include clarity, readability, and presentation of material

NOTE: DelDOT maintains a strict policy of not providing a debriefing for those candidates that do not make the shortlist. If a firm is not included in the Shortlist, it does not indicate they are not qualified, it is an indication the Shortlist Committee determined others appeared to be more qualified based on the information submitted. Shortlist and Selection Committee membership appointments are confidential.

QUESTIONS

Questions regarding this RFQ should be submitted via email. Questions received and the

Department's response will be provided on the Department's web site; <http://www.deldot.gov/>. Click on 'Doing Business', under 'Professional Services', click on 'Current Requests for Consulting Services'.

CONTACTS

Questions concerning submissions and procedures may be obtained from: James Hoagland, Contract Services Administrator, Telephone: (302) 760-2036. E-mail address: jim.hoagland@state.de.us.

OVERVIEW OF SELECTION PROCESS

The Expressions of Interest will be used to determine a reduced candidate's list/short list and also will be used for reference material during the actual selection process. Once a short list has been determined, a mandatory pre-proposal meeting may be established for a briefing and provides an opportunity for the short-listed candidates to ask questions. Once the Pre-proposal Meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate.

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. Firms responding to this RFQ should be aware that the Department will not entertain direct cost charges for items needed to perform the work required. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

EXPRESSION OF INTEREST REQUIREMENTS

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DelDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

A. Table of Contents

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

B. Letter of Interest

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DelDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DelDOT project within the past five (5) years.

C. Project Organization Chart

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

D. SF 255 Forms or (or SF 330)

U. S. Government Form 255 (1 per set) - "Architect-Engineer & Related Services Questionnaire for Specific Project.

Instructions for completing the SF 255 form:

- (1) **Item # 4,** Personnel by Discipline, the consultant shall document clearly personnel by discipline presently employed at the work location proposed and their availability for assignment to this project.
- (2) If more than one (1) location is being proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.
- (3) **Item #7, Key Staff,** is limited to eight (8) individuals who are expected to spend a significant amount of productive time on the project. Staffing information can be either shown as two (2) individuals per page/sheet, or one (1) individual per page/sheet. Resume information presented may pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Resume information is limited to eight (8) individuals regardless of affiliation. Experience listed should be limited to that within the last five (5) years.
If the proposed project personnel have been with the lead firm for less than

one (1) year, indicate the name(s) of the previous employer(s) and the length of employment with the previous employer (s) for the last five (5) years.

- (4) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- (5) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

E. SF 254 Forms (or SF330)

Government Form 254 (1 per set) - "Architect-Engineer & Related Services Questionnaire" (include a separate SF 254 for each sub consultant proposed).

F. References

Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation

State of Delaware

By: Carolann Wicks, P.E.

Secretary

Dover, DE

April 6, 2009

Agreement No. 1495

WATER QUALITY MONITORING ATTACHMENT I SCOPE OF WORK

- Wet weather monitoring events, including:
 - Precipitation monitoring to predict representative storms.
 - Sampling and monitoring at sites determined by DelDOT, with number and timing of events sampled to be determined in consultation with DelDOT.
 - Prior to each sampling event, rainfall and flow measurement devices will be installed, which will be monitored during and after the precipitation event.
 - Sample events may consist of “first flush” samples and/or flow-weighted composite samples. These may be collected either manually or with autosamplers, as appropriate for the particular project.
 - Coordination with a certified laboratory regarding bottle requirements, sample pick-ups, and data deliverables.
 - Submission of data to the International BMP Database.
 - Based on the results of the storm events monitoring, consultant should be prepared to estimate and report annual cumulative pollutant loadings and event mean concentrations of discharges.
 - Consultant may be asked to assist with experimental design, site selection, and statistical analyses of data.
- Collection and analysis of water quality samples from sites upstream and downstream of stormwater BMPs, from areas impacted by BMPs, or other specialized samples as needed for stormwater and BMP monitoring.
- Watershed studies and assessments, including water quality modeling. Watershed studies may include geomorphic, physical, chemical and biological assessments of rivers, streams and/or tributaries.
- Participation and assistance, as needed, in development of Department stormwater management plans and watershed stormwater infrastructure plans that incorporate strategies to meet Total Maximum Daily Load (TMDL) pollutant reduction goals.
- Dry weather screening and detection of illicit discharges to the DelDOT-owned stormwater conveyance system.
 - Field screening procedures including analyses of dry weather flow, if detected, shall conform to federal regulations at 40CFR 122.26(d)(1)(iv)(D) to the maximum extent practicable.
 - If illicit connections are suspected, the consultant shall follow the procedures in the Draft Manual of Practice: Identification of Illicit Connections, U.S. EPA (September, 1990) or the latest edition, and Investigation of Inappropriate Pollutants Entries into Storm Drainage System. Results of the investigation shall be reported to the Project Manager within 24 hours.
 - Investigation of suspected or reported illicit discharges or dumping into the DelDOT stormwater conveyance system.

- Study sites may be located throughout Delaware, so the consultant must be able to perform monitoring activities in any part of the state.
- There may be situations where gaining access to sampling locations requires construction and trimming/cutting of vegetation as well as installation of diversions, weirs, and monitoring brackets for flow metering equipment. Design of any special access structures (e.g., wood stairs), all necessary permitting, the cost, and the construction shall be within the scope of this Agreement.
- Samples will be analyzed in conformance with 40 CFR Part 136 and the protocols described in the 2002 edition of the ASCE/EPA guidance manual for Urban Stormwater BMP Performance Monitoring for some or all of the following parameters. Analytical work may be subcontracted to an approved analytical laboratory. The particular subset of parameters for each sample will be determined in consultation with DelDOT NPDES staff and may include (but not be limited to) the following:
 - pH
 - Hardness
 - Chloride
 - Conductivity
 - Dissolved Oxygen
 - Total Suspended Solids (TSS)
 - Settleable Suspended Solids (SSC)
 - Turbidity
 - Volatile Suspended Solids (VSS)
 - 5-Day Biological Oxygen Demand (BOD₅)
 - Chemical Oxygen Demand (COD)
 - Total Kjeldahl Nitrogen (TKN)
 - Total Ammonia Nitrogen
 - Total Nitrate + Nitrite
 - Total phosphorus
 - Dissolved phosphorus
 - Orthophosphorus
 - Oil and Grease
 - Total Petroleum Hydrocarbon (TPH)
 - Diesel- and Gas-Range Organics (DRO, GRO)
 - Polycyclic Aromatic Hydrocarbon (PAH)
 - BTEX
 - Phenolics
 - Heavy metals, total and dissolved, including lead, zinc, copper, nickel, chromium and cadmium
 - Fecal coliform counts
 - Enterococcus counts
- Consultant must submit a QA/QC Plan and Standard Operating Procedures to be followed during monitoring to ensure compliance with federal and state regulations.

- Deliverables:
 - Written reports on all activities will be submitted to the DelDOT NPDES Program after each sampling event. The reports should be comprehensive and include procedures, observations, data and analyses.
 - All data collected must also be submitted to the DelDOT NPDES Program in an Excel spreadsheet format, compatible with the current DelDOT system. A summary of data from each sampling event will be submitted to DelDOT within 30 days of the event.
 - Summary reports of monitoring activities as required by DelDOT staff for use in other reports and presentations.